

2014 SBA West Virginia Home-Based Champion of the Year



Who Qualifies?

An individual who has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners. All nominees must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

Evaluation Criteria

A complete nomination package must contain all of the following:

1. A single cover page with –
 - a. The nominee's full name, title, business and home addresses with telephone and fax numbers, email address and website;
 - b. The award for which the nomination is being made;
 - c. The nominator's name, title, place of business, business address, telephone number and email address;
 - d. A one-paragraph description of the nominee's business, if applicable
2. An original 8X10, 5X7 or digital photo of the nominee
3. Four or five additional photos of the nominee's company, if applicable
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A brief biography of the nominee and a business profile, if applicable not to exceed one page each.
6. Any other supporting documentation such as: news clips, letters of recommendation, and other evidence of the appropriateness of the nominee. Supporting documentation must not exceed 10 pages. Videos will not be considered.
7. A completed [Award Nomination Consent Form](#) (SBA Form 2137).
8. A completed [Award Nomination Form](#) (SBA Form 3300).

**West Virginia
District Office**
320 West Pike Street
Suite 330
Clarksburg, WV
26301
304-623-5631
www.sba.gov/wv

Every year since 1963, the President has proclaimed National Small Business Week to recognize the contributions of small businesses to America's economy.

National Small Business Week, will be held May 12–16 2014, the SBA will honor exceptional small business owners and champions in Washington D.C.

In West Virginia, we celebrate the achievements of our state award winners with our annual Small Business Week Celebration in May of 2014.

In addition, the nomination package **must** address each of the following criteria, including the table points with a narrative describing how the company meets or exceeds each of the elements.

9. Volunteer time and energy to improve the conditions for home-based businesses.
10. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
11. Demonstrated interest in home-based businesses by an owner or former owner.
12. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

Note: The judges will score the nomination packages in this category by carefully reviewing elements 9 through 12.

Contact Nikki Bowmar at 304-623-7445 (email: nikki.bowmar@sba.gov) with questions. All nominations must be postmarked or hand delivered no later than **Friday, Jan. 17, 2014**.